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National Aeronautics and
Space Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: DISCONTINUED USE OF CENTRAL BILLING FOR RENTAL CARS

Effective June 1, 1998, GSFC will discontinue the issuance of central bill account vouchers for rental cars used on official government travel. With the current emphasis on downsizing as well as on streamlining and simplifying government processes, NASA HQ has directed the elimination of the central billing process.

GSFC's current practice allows rental car expenses to be billed directly to GSFC via a centrally billed account voucher or charged to an individual's American Express government charge card. As the Agency moves toward a uniform standard for travel processing, discontinuance of the central billing brings GSFC into conformance with the rest of the Agency.

The designated travel agent, American Express, will continue to make all travel arrangements including rental car reservations. Travelers will charge rental car expenses to their American Express government charge card and claim the expense on the travel voucher (SF 1012) for reimbursement. If the rental car expense is over \$75.00, a receipt must be submitted with the voucher for reimbursement.

Government travelers may apply for an American Express government charge card by contacting a GSFC Travel Charge Card Coordinator: Barbara Prather at Greenbelt on 6-8322 or Linda Layton at Wallops Flight Facility, 7-1561.



Curtis Johnson, Chief
Financial Management Division

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